

UGC HUMAN RESOURCE DEVELOPMENT CENTRE (HRDC)

Sambalpur University

Jyoti Vihar, Burla, Sambalpur– 768 019, Odissa

Tel:0663-2432137(O), Fax-0663-2432137

e-mail:ugcascsu@gmail.com



From:

Prof. A.K. Das Mohapatra,

Director

No. 186 (61) /HRDC

Dt: **22.07.2017**

To

As per Annexure-I

Sub: Participation in Refresher Course in Odia (SRC)

Ref: DHE Letter No.5M- 16- I -17: 27150// dt. 19.07.2017

Sir/Madam,

With reference to the above, I am pleased to inform you that you have been **provisionally** selected for joining the Refresher Course in **Odia** (SRC) to be conducted by the HRDC, Sambalpur University from 03.08.2017 to 23.08.2017.

You are therefore requested to register yourself for the said programme by **submitting the hard copies** of duly filled in Application Form along with the Annexures and a non-refundable registration fee of Rs.1000/- payable in the form of demand draft drawn in favour of the Director, UGC-Human Resource Development Centre (HRDC), Sambalpur University payable at SBI Jyoti Vihar Branch (code No.06672), duly forwarded by the Head of your institution / college so as to reach the Director, HRDC, Sambalpur University on or before **29.07.2017** failing which your case will not be considered.

Your final registration will however depend on the following conditions:

- That
- (1) your College/Institute is included under Section 2(f) and 12(B);
 - (2) You agree to bear the cost of the programme of your own in case your institute/ college is not included under Section 12(B).
 - (3) You have maintained a gap of at least one year between this course and the last Orientation Programme/ Refresher Course you have attended unless attending this programme is an urgent necessity for you.
 - (4) You agree to stay in the HRDC Hostel on a twin sharing basis, in addition to observing other rules of the Hostel/University;

You may note that the course will not start in case the number of registered candidates falls short of the UGC specified minimum number. You are therefore requested to check the university website www.suniv.ac.in for confirmation or get the confirmation from this office over telephone No.0663-2432137/9090502933 on 02.08.2017 before getting relieved to join the course.

Yours faithfully,


22.7.2017

Director

- Encl:
1. Annexure-I (list of teacher)
 2. Application Form
 3. Annexure-A: Format for Relieved Order
 4. Annexure-B: Format for Section 2 (f) certification.
 5. Annexure-C: Format for Medical Certificate
 6. Annexure-D: Format for undertaking for accommodation in the HRDC Hostel

Annexure- I

<u>Sl. No.</u>	<u>Name of the Lecturer's with College Address</u>
1.	Dr. B. Dash, Asst. Prof. in Odia, Rajendra Auto College, Bolangir
2.	Sidhartha Shankar Padhy, Asst. Prof. in Odia, Khallikote University, Berhampur
3.	Akhil Biswal, Lecturer in Odia, Govt. Women's College, Sambalpur
4.	Dr. Shyam Bhoi, Asst. Prof. in Odia, Model Degree College, Rayagada
5.	Kulamani Behera, Lecturer in Odia, Govt. College, Sundargarh
6.	Sudharkar Dash, Asst. Prof. in Odia, D. D. Auto College, Keonjhar
7.	Dr. K. C. Padhy, Asst. Prof. in Odia, S. B. R. Govt. Women's College, Berhampur, Ganjam
8.	Dr. Suchitra Mishra, Lecturer in Odia, V. Deb Auto College, Jeypore
9.	Akhil Chandra Naik, Lecturer in Odia, Govt. Auto College, Bhawanipatna, Kalahandi
10.	Sri Gopal Krushna Acharya, Lecturer in Odia, R. D. Women's Jr. College, Bhubaneswar
11.	Dr. Priyambada Naik, Lecturer in Odia, R. D. Women's Jr. College, Bhubaneswar
12.	Dr. Radhagobinda Kaila, Asst. Prof. in Odia, K. K. S. Women's College, Balasore
13.	Dr. Dasarathi Acharya, Lecturer in Odia, J. K. Mahavidyalaya, Risida, Kalahandi
14.	Bijayini Bohidar, Lecturer in Odia, Vedavyas Mahavidyalaya, Vedavyas, Rourkela
15.	Krishna Acharya, Lecturer in Odia, Rajsunakhala College, Rajsunakhala, Nayagarh
16.	Dr. Mitarani Dwibedy, Lecturer in Odia, Saraswata Mahavidyalaya, Kuamara, Mayurbhanj
17.	Debi Prasad Routray, Lecturer in Odia, Hrushikesh Ray Mahavidyalaya, Chhend, Rourkela
18.	Puspamanjari Panigrahi, Lecturer in Odia, P. S. Jr. College, Jharbandha, Bargarh
19.	Sri Prasanna Kumar Sahu, Lecturer in Odia, P. S. Jr. Mahavidyalaya, Deogaon, Bolangir
20.	Sri Ashok Kumar Panda, Lecturer in Odia, Sudam Charan College, Chandanbati, Bolangir
21.	Minati Mishra, Lecturer in Odia, Vesaja Patel Degree College, Duduka, Sundargarh
22.	Bhagaban Sahu, Lecturer in Odia, Science Jr. College, Kukudakhani, Ganjam
23.	Dr. Prasanna Kumar Baral, Lecturer in Odia, Belpahar College, Belpahar, Jharsuguda
24.	Ajaya Kumar Sarangi, Lecturer in Odia, L. N. Mahavidyalaya, Patkura, Korua, Kendrapara
25.	Bipin Bihari Sahoo, Lecturer in Odia, Anchalika College, Budhapal, Deogarh
26.	Binod Bihari Panda, Lecturer in Odia, M. G. Mahavidyalaya, Baisinga, Mayurbhanj
27.	Birendranath Mohanta, Lecturer in Odia, B. B. Mahavidyalaya, Harichandanpur, Keonjhar
28.	Prafulla Chandra Barik, Lecturer in Odia, Agarpara College, Agarpara, Bhadrak
29.	Chittaranjan Barik, Lecturer in Odia, Maa Hira Neela Mahavidyalaya, Biswanathpur, Kalahandi
30.	Nrusingha Nanda Sasmal, Lecturer in Odia, Semilian College, Chichia, Kalahandi

31. Debabrata Rath, Lecturer in Odia, Panchayat Samiti Jr. College, Ghasian, Bolangir
32. Manmath Rana, Lecturer in Odia, Drupadi Jr. College, Gumuda, Rayagada
33. Prasanna Kumar Mishra, Lecturer in Odia, P. S. Jr. Mahavidyalaya, Deogaon, Bolangir
34. Dr. Sanjukta Hota, Lecturer in Odia, P. S. Jr. Mahavidyalaya, Kumbharabandh, Jharsuguda
35. Sri Dukhishyam Sahu, Lecturer in Odia, Anchal College, Padampur, Bargarh
36. Dr. Saroj Kumar Nath, Lecturer in Odia, Anchal College, Padampur, Bargarh
37. Sanjaya Kumar Pradhan, Lecturer in Odia, People's College, Buguda, Ganjam
38. Sulochana Jena, Lecturer in Odia, Kanakamanjari Women's College, Anandapur, Keonjhar
39. Debendra Das, Lecturer in Odia, O. P. S. Mahavidyalaya, Hindol Road, Dhenkanal
40. Ranjan Kumar Nayak, Lecturer in Odia, Bharativihar Mahavidyalaya, Haripur, Jemadeipur, Jajpur
41. Hemanta Kumar Choudhury, Lecturer in Odia, J. K. Mahavidyalaya, Rishida, Kalahandi
42. Sri Santosh Kumar Jena, Lecturer in Odia, Meghasan College, Nuadiha, Mayurbhanj
43. Dr. Sangita Naik, Lecturer in Odia, Brajarajnar College, Brajarajnar, Jharsuguda
44. Srikara Bhoi, Lecturer in Odia, Brajarajnar College, Brajarajnar, Jharsuguda
45. Kamakhya Prasad Rana, Lecturer in Odia, H. K. Ray Mahavidyalaya, Chhend, Rourkela
46. Bhabagrahi Padhi, Lecturer in Odia, Rajsunakhala College, Rajsunakhala, Nayagarh
47. Sri Jayanta Kumar Behera, Lecturer in Odia, Maa Gramyashree Jr. College, Naradapur, Keonjhar
48. Binapani Sahoo, Lecturer in Odia, Kishorenagar Degree College, Rajkishorenagar, Angul
49. Uttam Kumar Behera, Lecturer in Odia, Women's Jr. College, Boudh
50. Prabhat Kumar Biswal, Lecturer in Odia, Vindhya Vasini Degree College, Paikmal, Bargarh
51. Nalin Kumar Das, Lecturer in Odia, Panabeda Jr. Mahavidyalaya, Chandahandi, Nabarangpur
52. Dr. Trupti Mishra, Lecturer in Odia, Jamankira Degree College, Jamankira, Sambalpur
53. Hemanta Kumar Patel, Lecturer in Odia, D. N. Jr. Mahavidyalaya, Prajnavihar, Darlipali, Sundargarh
54. Jyoshnamayee Rout, Lecturer in Odia, Regional Science Jr. College, Girisola, Ganjam
55. Trilochan Das, Lecturer in Odia, Regional Science Jr. College, Girisola, Ganjam
56. Ladukishore Behera, Lecturer in Odia, Ananta Narayan Jr. Mahavidyalaya, Dharakote, Ganjam
57. Dr. Nalini Kumari Sabat, Lecturer in Odia, Binodini Science Jr. College, Padmapur, Gajapati
58. Dhananjaya Sahu, Lecturer in Odia, Koira Jr. College, Koira, Mayurbhanj
59. Dr. Induprava Samal, Lecturer in Odia, Dharmasala Mahila Degree Mahavidyalaya, Dharmasala, Jajpur
60. Dr. Akshaya Kumar Giri, Lecturer in Odia, R. D. S. Degree Mahavidyalaya, Kundabai, Mayurbhanj
61. Ranjan Kumar Behera, Lecturer in Odia, Raghunath +2 Mahavidyalaya, Kadadiha, Mayurbhanj



UGC-HUMAN RESOURCE DEVELOPMENT CENTRE (HRDC)

SAMBALPUR UNIVERSITY, JYOTI VIHAR

SAMBALPUR- 768019, Ph. 0663-2432137

email-ugcascsu@gmail.com

APPLICATION FORM FOR ORIENTATION/ REFRESHER COURSE

Instructions:

- This application form must be filled in completely, with no column left blank, and forwarded through proper channel to the **Director, Human Resource Development Centre (HRDC), Sambalpur University, Jyoti Vihar, Burla, Sambalpur- 768019** so as to reach within the stipulated date.
- The application form must be accompanied by all annexures and a Demand Draft of Rs. 1000/- (Rupees One Thousand) only towards registration fees (Non-refundable) payable to the **“Director, UGC-Human Resource Development Centre (HRDC), Sambalpur University” payable at SBI, Jyoti Vihar branch (Code: 06672).**
- Every participant will be required to submit a project and present a seminar talk during the course.
- The course is fully residential and certificate of completion of course will be given to those participants who attend the course for the full duration of 144 contact hours in case of Orientation Programme and 108 hours in case of Refresher Course.
- There is no provision of any kind of leave during the course. In case a participant falls short of the desired 144/ 108 hours, he/ she will be required to make up the short fall in the next course at their own cost to get the certificate.
- T.A. will be paid as per UGC rules.

APPLICATION FOR: REFRESHER COURSE IN:
 ORIENTATION PROGRAMME:.....

Duration of the Course: From..... to.....

Bank Draft No..... Date..... Amount of Rs.....

1. Name: (In Block Letters) Dr/Mr./Miss/ Mrs.....

2. Designation:.....

3. Date of Birth:..... Gender: Male Female

4. Category: SC ST OBC General

5. Qualification..... Subject.....

Specialisation.....

6. Phone (with STD code): (R)..... (M).....

Fax:..... E-mail.....

7. Address: College/ University/ Institute:

Type of Institution: Govt. Private Autonomous

8. a. Date of first appointment as Lecturer in Degree College:

b. Date of joining in the present post :

c. Due date of Promotion :

d. Whether your sanctioned post is for +2 or +3 Branch.....

9. Nature of Appointment Regular Part-time Ad hoc Contract

10. Teaching Experience..... Years..... Months.....

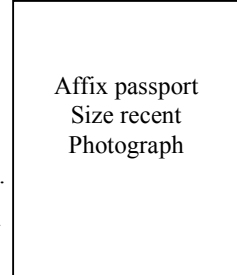
11. Scale of Pay..... Basic Pay..... Grade Pay..... or Fixed Pay.....

12. Official Address.....

PIN.....

13. Residential Address.....

PIN.....



Affix passport
Size recent
Photograph

14. Details of the Orientation and Refresher Courses attended:

Course	Date and Duration	Institution
Orientation Course		
Refresher Course		

15. Whether accommodation is required: Yes No Food Preference: Veg Non-Veg.

DECLARATIONS

I hereby declare that all the information furnished in this application form is true and complete to the best of my knowledge and belief. I understand that in the event of any information being found false or incomplete my application shall stand rejected.

Place _____

Date _____

(Signature of the teacher)

Recommendation of the forwarding authority:-

I hereby certify that:

- (i) Our College/ University is included in the list of institution under Sec. 2(f) and under section 12(B) of the UGC Act (Please enclose Annexure- B);
- (ii) Our College does not come in the purview of the Section 12(B) of the UGC Act, but has been included under section 2 (f) and has been affiliated to _____ University for _____ years (Please enclose Annexure- B);
- (iii) The above applicant has not attended any Orientation/ Refresher Course conducted by Sambalpur University or any other University/ Institution except as indicated in Col. No. 14. above;
- (iv) The application of the above named teacher is forwarded with recommendation that when selected, he/she will be relieved in time to participate in the above course; and
- (v) The information given above by the applicant is true, complete and correct.

Date _____

Principal/ Head of Institution
(With Office Seal)

NOTE:

1. For the Orientation Programmes, newly appointed lecturers upto six years of continuous service and all those teachers who required orientation for getting a higher grade will be allowed.
2. For Refresher Courses, participation in the Orientation Programme is a prerequisite for admission. However, in exceptional cases a teacher may be allowed to complete a refresher course prior to completion of an Orientation Programme. There should be a minimum gap of one year between two courses, though it may be relaxed if adequate number of participants is not available or it is essential for the teacher to fulfill eligibility condition for career advancement.
3. Part-time/ Ad hoc/ temporary/ contract teachers who have been teaching for at least three academic sessions in an institution which has been affiliated to a University for at least two years may be permitted to participate in the Orientation/ Refresher Course to enhance their skills.
4. If a participant fails to complete the requisite contact hours in a programme, he will have to make up for the backlog hours at his/her own cost in another programme conducted by HRDC.
5. The University website www.suniv.ac.in contains details of the application form and latest schedule of programmes.
6. **Intimation about confirmation of selection and registration shall be communicated to the participant by his/ her e-mail.**

ANNEXURE- A

RELIEVE ORDER

To
The Director
UGC-HRDC, Sambalpur University
Jyoti Vihar, Burla, Sambalpur-768 019

Sub: Relieve order of Mr/Ms/Dr.....
for joining the Orientation programme/Refresher course/Short term course.

Ref. Your letter No.....dated..... and DHE letter No....., dated.....

Sir/Madam,

With reference to the above, I am to inform you that Mr/Ms/Dr.....
is hereby relieved today the day of, 20.....FN/AN to enable
him join the Orientation programme/Refresher course/Short term course being conducted
by UGC-HRDC, Sambalpur University from.....to.....

He/She shall attend the classes full time and shall not avail any kind of leave during the
programme and his/her period of absence shall be treated as per rule.

Signature & Seal of
REGISTRAR/PRINCIPAL/DIRECTOR
of the relieving institute

ANNEXURE- B

Declaration for inclusion/non inclusion in Section 2(f) of UGC

1. I hereby declare that our College /University/Institute, namely.....
.....
has been / has not been included under Section 2(f) of UGC.

2. I further declare that our college/university/institute is /is not included under Section 12(b) of the UGC Act.

Signature & Seal of
REGISTRAR/PRINCIPAL/DIRECTOR
of the relieving institute

Note:- Please strike out whichever is not applicable.

ANNEXURE- C

MEDICAL CERTIFICATE

Certified that Mr/Ms/Dr....., Son/Daughter/Wife of
....., a resident of
.....
. is medically fit to join and undergo the Orientation programme/ Refresher Course/ Short
term programme being conducted by UGC-HRDC, Sambalpur University
from.....to.....

Signature of the Physician with date

Regn. No.....

Seal

ANNEXURE- D

UNDERTAKING FOR ACCOMMODATION IN THE HRDC, SU HOSTEL

I,

hereby undertake that I shall stay in the HRDC hostel alone as a participant of Orientation Programme/Refresher Course/Short Term Programme and shall not allow any unauthorized person(s) including my family member(s) to stay with me in the hostel.

I further undertake that I shall not carry and keep any objectionable articles in the hostel during my stay; shall leave the hostel immediately upon completion of the programme or before the completion of the programme if so desired by HRDC, SU; and shall fully abide by the rules of HRDC, SU hostel in force.

I also undertake not to indulge in any action that may cause inconvenience to the office, teachers, staff, students and fellow participants during my stay in the HRDC, SU hostel.

Full signature of the applicant

Address.....

.....

.....

Contact No.....

Primary-

Alternative-